

ARNE ARUNDEL COUNTY

PLANNING AND ZONING COMMISSION AND  
BOARD OF ZONING APPEALS

X

1. MINUTES OF THE PLANNING AND ZONING COMMISSION

Dates: 1952 --

Quantity: 1 cubic foot (4 volumes)

File Arrangement: Chronological

Annual Accumulation: 1/4 cubic foot

Minutes of the Planning and Zoning Commission are kept in bound books, and contain full summaries of each matter brought before the commission and the decisions rendered.

RECOMMENDATION: RETAIN PERMANENTLY

2. MINUTES OF THE BOARD OF APPEALS

Dates: 1954 --

Quantity: 1/2 cubic foot (2 volumes)

File Arrangement: Chronological

Annual Accumulation: Less than 1/4 cubic foot

The Board of Zoning Appeals is required to keep minutes of its hearings by Section 613, Code of Public Local Laws of Anne Arundel County, 1947 Edition. These minutes are kept in bound books, and contain a brief summary of each case and the decision rendered.

RECOMMENDATION: RETAIN PERMANENTLY

3. ZONING MAPS AND BOOKS OF DESCRIPTION

Dates: 1947 --  
Quantity: 2 cubic feet  
File Arrangement: By district  
Annual Accumulation: Less than 1/4 cubic foot

One Zoning Map and one Book of Description are provided for each election district. The map indicates by shading the various zoned areas, while the book provides a prose description and explanation of the map. Changes in both the book and the map are made for each re zoning. The Planning and Zoning Commission must maintain the Zoning Map in accordance with Section 423, Code of Public Local Laws of Anne Arundel County, 1947 Edition.

RECOMMENDATION: RETAIN PERMANENTLY

4. SUBDIVISION FILE

Dates: 1954 --  
Quantity: 4 cubic feet  
File Arrangement: Alphabetical by name of subdivision  
Annual Accumulation: 2 cubic feet

Every person intending to subdivide property submits to the Planning and Zoning Commission 9 preliminary plats and 3 road profiles, *2 Storm Damage* *3 Soil & Site Studies* which are distributed as follows:

Department of Public Works: 2 plats and 2 profiles and 2 St. Dept. Studies  
Health Department: 1 plat  
Sanitation Commission: 1 plat and 1 profile  
Board of Education: 1 plat  
Recreation Commission: 1 plat  
Planning and Zoning Commission: 1 plat  
*Fire Prevention*, - 1 plat and St. Dept. Health - 1 plat,

The plats and profiles sent to the other offices are returned to the Planning and Zoning Commission with letters indicating approval or recommending changes. When preliminary approval has been received, the plats and profiles are again sent to the respective offices.

Each subdividor seeking final approval submits a linen tracing and 4 paper prints of his subdivision, with a contract or agreement to make any required improvements. Two of the prints are sent to the Department of Public Works with a notice of the amount of the contract or agreement. The Department of Public Works replies with a letter stating that the amount is sufficient to cover the cost of the improvements, and that the plat is correctly drawn, whereupon the plat is submitted to the Planning and Zoning Commission for approval. The Planning Administrator's recommendation for or against approval and the action of the commission are entered in the permanent Minutes of the Commission.

Z Pub. Works  
1 H.D.-St.D.H.  
1 PdZ.

C-60

3.

Subdivider  
gives P&Z 8  
paper prints  
& files with  
Clerk The  
original +  
3 linen prints

After approval the linen tracing is signed by the Chairman of the Commission and returned to the subdivider, who supplies 3 linen prints for recording purposes to the Clerk of Circuit Court, and 7 linen prints and 1 copia copy to the Planning and Zoning Commission. The ~~P&Z~~ and ~~copia~~ are filed with the commission, and the remaining prints are distributed one each to the Department of Public Works, Health Department, Sanitation Commission, Board of Education, Recreation Commission, and the Fire Prevention Bureau. St Dept of Health & St Tax Comm.

The recommendation below applies only to materials filed in this office.

RECOMMENDATION A: RETAIN SWPA PLAT PERMANENTLY

RECOMMENDATION B: RETAIN ALL OTHER MATERIALS THREE YEARS AFTER  
*Petition* /  
INTERVIEWS HAVE BEEN ACCEPTED BY THE COUNTY  
AND THEN DESTROY

5. REZONING FILE

Dates: 1951 --

Quantity: 16 cubic feet

File Arrangement: By district and alphabetical by owner

Annual Accumulation: 4 cubic feet

Disposable Amount: 5 cubic feet

For each rezoning case a separate file is established, containing one or more of the following records:

Petition for Rezoning (Form Z-2): Shows location and description of property, present zoning and use, proposed zoning and use, and name and address of petitioner and legal owner. Attached to this form are a plat of the property, a notes and bounds description, and the names and addresses of property owners located within 175 feet of the property petitioned. Preliminary Storm Drainage Study.

Instructions for posting property (Form Z-13): Provides instructions for erecting a notice of the rezoning petition on the property. Entries show place and time of rezoning hearing.

Notice of rezoning hearing: Entries show place and time of rezoning hearing.

Approval or disapproval of rezoning petition form: Entries show approval or disapproval by County Commissioners, date of action, new zoning classification, and signature of Planning Administrator.

Correspondence regarding rezoning cases.

Recommendations of the Planning and Zoning Commission to the County Commissioners.

Rezoning Check List (Form Z-1): Now obsolete.

Rough notes.

Copies of the resolutions of the County Commissioners giving their decisions in the cases.

Rec. of Pub. Works Dept  
or State Rds Comm.

C-  
4.

The resolutions of the County Commissioners are recorded by the Clerk of Circuit Court and in the Minutes of the Board of County Commissioners. Favorable recommendations of the Planning and Zoning Commission and the reasons therefore are recorded in the commission's Minutes, with the notes and bounds described in full. Unfavorable recommendations are recorded with the reasons therefore. If the decision of the County Commissioners is favorable, the Zoning Map and Book of Descriptions are changed accordingly.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER FINAL DECISION HAS BEEN RENDERED AND THEN DESTROY *Permanently*

6. BOARD OF APPEALS CASES

Date: 1946 --

Quantity: 8 cubic feet

File Arrangement: Alphabetical by appellant

Annual Accumulation: 2 cubic feet

Disposable Amount: 3 cubic feet

*or replacement of case elements*

When a request for a certain use of property is denied, the petitioner can appeal to the Board of Zoning Appeals. Appeal to the board also is mandatory for certain special exceptions provided by the zoning ordinance. The Board of Appeals Cases file contains the following materials:

Petition for Hearing (BA Form 8): Entries show description and location of property, present zoning, desired use, statement that approval has been denied, signature and address of legal owner, and date of submission.

Copy of advertisement required to be inserted in newspaper.

Correspondence relating to the case with private citizens and county agencies.

Resolutions of the Board of Appeals.

Phonograph recordings of all hearings.

Site plans.

A brief summary of each case and the decision rendered are recorded in the permanent Minutes of the Board of Appeals.

RECOMMENDATION A: RETAIN RESOLUTIONS OF THE BOARD OF ZONING APPEALS PERMANENTLY

RECOMMENDATION B: RETAIN ALL OTHER MATERIALS FOR THREE YEARS AFTER FINAL DECISION HAS BEEN REACHED AND THEN DESTROY

*Permanently*

2 Forms  
1 - Zoning  
1 - Appeal  
1 - Case

**7. GENERAL CORRESPONDENCE**

Dates: 1946 --

Quantity: 5 cubic feet

File Arrangement: Annual, subject, alphabetical

Annual Accumulation: 1 $\frac{1}{2}$  cubic feet

Disposable Amount: 2 cubic feet

Contains copies of letters requesting information, copies of attendance and leave records, correspondence regarding building permits, and records of zoning violations.

RECOMMENDATION: RETAIN FOR THREE YEARS; THEN REMOVE AND RETAIN PERMANENTLY RECORDS HAVING CONTINUING ADMINISTRATIVE AND LEGAL VALUE AND DESTROY ALL OTHER MATERIAL.

**6. ZONING CERTIFICATE OF OCCUPANCY FILE**

Dates: 1950 --

Quantity: 8 cubic feet

File Arrangement: See below.

Annual Accumulation: 1 $\frac{1}{4}$  cubic feet

The Zoning Certificate of Occupancy is prepared in quadruplicate on a printed pre-numbered form by the proprietors or operators of commercial or industrial establishments, or of property in "legal non-conforming use." The form is distributed as follows:

Original - retained on the property.

1st Copy - filed in the office alphabetically by surname.

2nd Copy - filed in the office alphabetically by trade name.

3rd Copy - filed by election district and then by zoning district.

Entries show use of property, name of persons certified, trade name, location of property, signature and address of person certified, and type and duration of legal non-conforming use.

RECOMMENDATION: RETAIN PERMANENTLY